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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 30 July 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 23 July through 29 July 1953

1. General

a. Materiel Reference Data Manual (continued) Twenty pages covering a variety of items were received from reproduction and are being distributed to holders of the manual.

b. Revision of FY 1954 Forecast of Materiel Requirements (continued) Exercises, costing revisions of forecasts of FY 1954 materiel requirements, have been completed in accordance with oral requests by DD/P-Admin. [REDACTED]. These included the following:

(1) A consolidated IBM listing of gross requirements inventory applications, there against, and the residual net requirements were obtained by line items, with breakouts by major classes of materiel.

(2) Individual area division portions of the above. The FE Division portion also was run by stations and projects.

(3) A special run, made in connection with budget presentation studies, which reduced the [REDACTED] forecast by one-third. Logistics guidance was also given to the FE Division in budget analysis of [REDACTED] materiel forecasts.

c. Master IBM Supply and Requirements Deck (continued) The 15,000-item master deck for use in stock control and for FE/[REDACTED] forecasting has been completed and is being proof-run. The quantity has now been increased to 17,500 items. A duplicate deck is expected to be ready for overseas shipment within a few days.

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25X1A14A

25X1A9A

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BXS
25X1A8

25X1C10B

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f. Surplus Stocks (continued) On the recommendation of the , requirements for stocks were recomputed manually on a maximum basis, for purpose of determining stocks which may be justifiably removed immediately, as follows:

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(1) will have to support all countries until other supply bases are actually in commission.

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g. Revision of Form No. 431 (new) This form for forecasting materiel requirements has been completely revised and is now in two sections:

(1) Form No. 431-A ("Operational Materiel") for forecasting on a line item basis

(2) Form No. 431-B ("Administrative and Housekeeping Support") for forecasting those requirements that are computed on a man or other strength basis.

The new forms are being coordinated with all Headquarters activities concerned, and it is hoped to have them in the field in time for returns of the next forecast revision, due in Washington Headquarters on 1 October 1953, covering the period 1 January 1954 through 31 December 1955.

h. Logistics Office Presentation Room (new & completed)
The final plans and specifications for the Logistics Office Presentation Room have been reviewed and approved by the Inspection and Security Office. The Public Building Services is now compiling final cost estimates which will be submitted by them to the Chief, General Services, for final approval. It is anticipated that work on the room will begin in mid-August, and the tentative completion date is 1 October 1953.

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P&S
i. Agency Capabilities in Major Operational Areas (new) An analysis of quantities of major classes of operational items under Agency control has been made for presentation to the Chief of Logistics, and possibly to higher echelons. A Top Secret tabulation is now being typed and shows quantities of ten major items [redacted] 25X1C1A1

This is segregated as to committed items, non-committed items and totals within each area. It is contemplated that this report, maintained currently, will be the basis for one of the permanent exhibits in the Logistics Office Presentation Room.

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S.I.
P&S
k. Manpower Study of Administrative Functions (new) [redacted] 25X1A9A
of O & M, is making a manpower study of administrative functions of the EE Division. The Chief, Inspection and Review Staff, and Chief, Coordination and Planning Branch, C & R Staff, have been designated to assist and advise [redacted] on logistical functions. It is intended that this survey will include all area divisions. 25X1A9A

2. Projects and Studies in Process

a. Logistic Support Base Program (new & completed) The World Base Committee (consisting of representatives of Planning and Program Coordination, Logistics Office, [redacted] and DD/P-Admin.) held a meeting on 27 July 1953 to review progress of the World Base Program and to discuss future work assignments. 25X1A8A

b. Logistical and Operational Planning Manual (continued) Comments on the draft manual have been received from the Supply Division of the Logistics Office and from the WE Division. Deadline established for all concerned is 30 July 1953.

c. Supply Base, [redacted] (continued) The report on the present facilities at this base and their uses has not yet been received from the field. A tentative T/O for the supply unit planned at this base was received from the Supply Division and will be included in the final study. 25X1A6A

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d. Study Relative to T/O & E's (continued) Drafts are being prepared of a study relative to the need and importance of T/O & E's as an aid in logistical planning. These will be coordinated with the divisions and staffs of the Logistics Office prior to submission of the completed staff study.

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31

[Redacted]

25X1A6A

25X1A6A

3. Other Items of Interest (All of these items are of a non-recurring nature)

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[Redacted]

25X1C15A

[Redacted]

25X1A2D2

c. SE

A meeting was held with the Chief, Admin. Section, [Redacted] and other members of the Division, relative to logistical problems at this Station. Another meeting was held, relative to logistical problems at [Redacted]

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d. WH

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Three trips to [Redacted] were required to pick up special equipment for personnel leaving for overseas stations. Difficulties have been encountered in transportation to and from [Redacted]

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e. FE

[Redacted]

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(3) A meeting was held to ascertain what procedure would be followed by the Division regarding reporting of proprietary inventories in relation to [redacted] records. It was decided that it was not good security for proprietary companies to be included in [redacted] because inventories were not interchangeable between such companies and other components of the Agency. One exception could be Project [redacted]. In an outgoing cable prepared by Mr. [redacted] the field was asked to provide more detail on proposed use of such records and method of handling, consistent with security practices.

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25X1A2D2

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25X1A6A

(4) A meeting was held to decide what accounting procedure would be followed in transporting, purchasing, etc., goods from [redacted] depots [redacted]. An interim procedure was established until such time as [redacted] is under full operation. The Division is to submit requisitions for stock items, assigning account numbers, to the Stock Control Branch, Supply Division, IO, as in the past.

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(5) Two meetings were held with FE, Finance, Fiscal and Supply Divisions to decide how to handle sign-offs on Form No. 1080. It was decided that where adequate signatures were not contained in attachment to Form No. 1080, they would be pouched back to the field for sign-off.

f. WE

(1) Made several visits to Transportation Division in efforts to reach mutual understandings between WE and Transportation Divisions, with regard to prompt receipt of shipping information.

(2) Followed through on status of unshipped material to be loaded [redacted] under cargo No. [redacted].

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g. EE

(1) Assisted in the development of data for use in connection with the management review of the EE Division logistics organization. This review is being conducted by O & M.



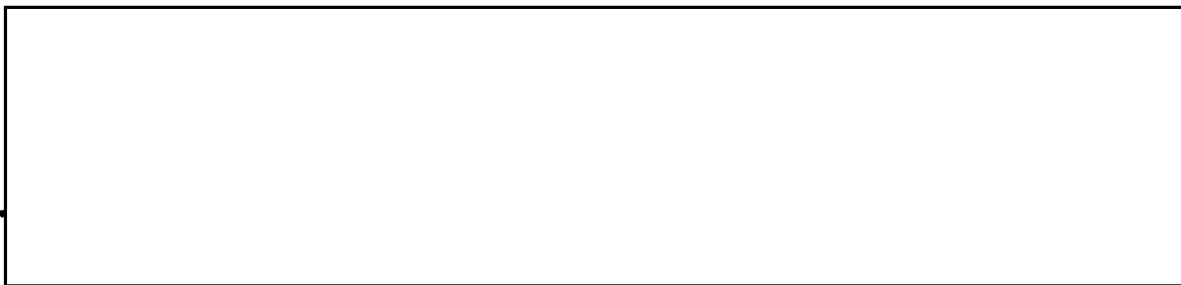
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i. Office of Communications

Coordinated with Transportation Division on the processing and control of household furnishings being shipped to and from overseas stations. A total of 47 vans was shipped from a warehouse in one month, containing nothing but household furnishings. That warehouse is now experiencing great difficulties in keeping up with the volume.

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k. Armed Forces

(1) Checked with Army, Air Force, CIA Map Office and Marine Corps to obtain a map indicating boundaries of Armed Forces Overseas Theater Commands. Classification is involved because this map reveals to a degree Joint Chiefs of Staff planning and disposition of forces. This, plus the fact that the same boundaries may not be fully set, has delayed obtaining same to date.

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(2) Checked for the Office of Communications as to correctness of charge and request for reimbursement, reference flight provided in the Office of Communications, in conjunction with the will have to provide funds if the flight is to be continued.

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25X1A8

25X1A6A

(3) Advised Supply Division, reference indication of transportation charges on shipments necessary, for the ment; the estimate is necessary in order to establish an obligation of funds.

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